

30 November 1954

MEMORANDUM FOR: Executive Officer, Security Office

SUBJECT : Training (Monthly Report)

Following is monthly report on training of SO Personnel, current training and training completed in November 1954:

Administrative Procedures.completed in Nov. . . . 1
(8 - 19 Nov. 1954)

Basic Orientation.completed in Nov. . . . 3
(1 - 19 Nov. 1954)

Clandestine Methods & Tech.to be completed in Jan. . . . 3
(29 Nov. 1954 - 14 Jan. 1955)

Clandestine Operations.completed in Nov. . . . 2
(25 Oct. - 26 Nov. 1954)

Clerical Refresher.completed in Nov. . . . 3
(18 Oct. - 5 Nov. 1954)

Typing I. 1
Typing II. 1
Shorthand Intmed. 1

Clerical Refresher.to be completed in Dec. . . . 5
(15 Nov. - 3 Dec. 1954)

Typing I. 2
Typing II. 1
Shorthand Intmed. 2

Course on World Communism.completed in Nov. . . . 1
(8 - 26 Nov. 1954)

Language

Internal - Language Lab. Facilities
(commenced various dates since Aug. 1952)

Japanese.continuing. 1
German. " 3
Czech. " 1

External (other than language) or language training

Naval Language School.to be completed in June 1955. 1
(Russian)

CONFIDENTIAL

{ George Washington Univ.to be completed in Jan. . . 1
1955
(Statistics Course)

Basic Management.to be completed in Dec. . . 1
(19 Nov. - 3 Dec. 1954)

Basic Supervision.completed in Nov. . . 1
(1 Nov. - 15 Nov. 1954)

Operations Support.to be completed in Dec. . . 3
(22 Nov. - 17 Dec. 1954)

Reading Improvement.to be completed in Dec. . . 1
(8 Nov. - 23 Dec. 1954)

TSS Training.completed in Nov. . . . 1
(29 and 30 Nov. 1954)

TSS Training.to be completed in Dec. . . 3
(29 Nov. - 10 Dec. 1954)

SSD Training

Language - Phonograph Records (various dates since Jan. '53 continuing)

<u>Field Offices</u>		<u>Hqtrs.</u>	
German.	4	French.	2
Spanish.	6	Japanese.	1
French.	3	German.	4
Russian.	3	Italian.	1
Italian.	1	Spanish.	1

SO Training

Security Officer Training.completed in Nov. 2
(continuing on an individual basis
to meet departure schedules)

. . . .to be completed at later
date. 8

Total number of persons taking training in Nov. 71

25X1A9a